Expedient User Manual – Rail Tagging

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RAIL TAGGING INTRODUCTION

E Xpedient software contains the Rail Tagging Module which allows users to send container rail move requests, send EIDO PIN numbers and request releases with terminals via 1-Stop. 1-Stop will then update Expedient with the status of the container rail move.

Rail Tagging Process

Rail Tagging involves information flow between the Shipping Line, the Importer/Rail/Freight Forwarder, 1-Stop and the Terminal.

Rail Tagging is not permitted unless the following Business Rules are followed

1. The Container has not already been discharged from the Vessel. If the container has already been discharged Rail Tagging must be arranged direct with the Terminal.
2. The Container has not already been tagged by another user. Duplicate requests are not accepted.

Release of the Container is not permitted until the following Business Rules are followed

1. Container must have already been tagged
2. A valid Electronic Import Delivery Order (EIDO) must be supplied

The Rail Tagging module is related to the Container Management System in Expedient. Expedient automatically sweeps for data at set intervals during the day to look for new data from Import Job Registration to either add or update information in the Container Management System (CMS). This can be customized to run at any time of the day, however we recommend between one and three times a day.

The automatic process will look for all jobs registered within the last 45 days with the following criteria:

- Job Mode = Sea Freight
- Job Type (F/L) = F or X

The process then confirms if the container is already in the CMS for the job in question. If not it will insert data from the job registration, and then flag it to be sent to 1-Stop. If the container does exist for the particular job it will update the CMS with the latest information.

Expedient automatically sweeps the Rail Tagging data at set intervals during the day to look for new Rail Tag requests and Release requests to send to 1-Stop. This process can be customized to run at any time of the day.

1-Stop will update Expedient with details for the container, e.g. the container is on board the specified vessel, the container been discharged.
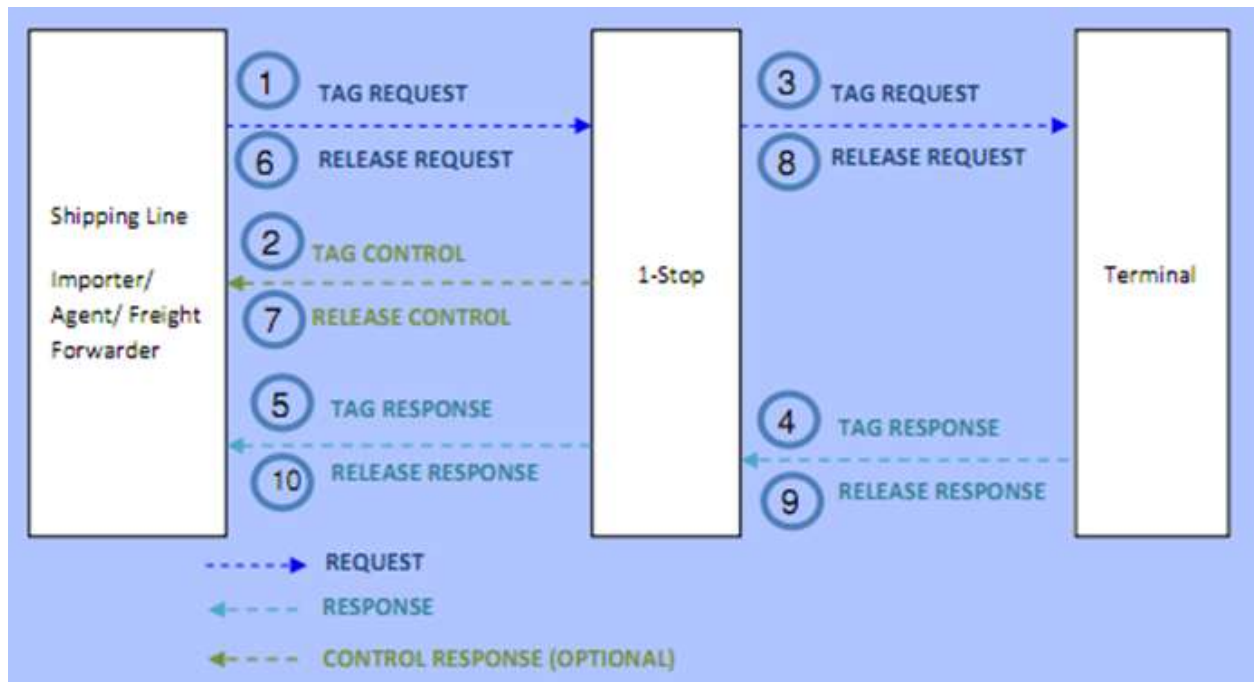
Rail Tagging Context Diagram

The below workflow illustrates how Expedient and 1-Stop interact
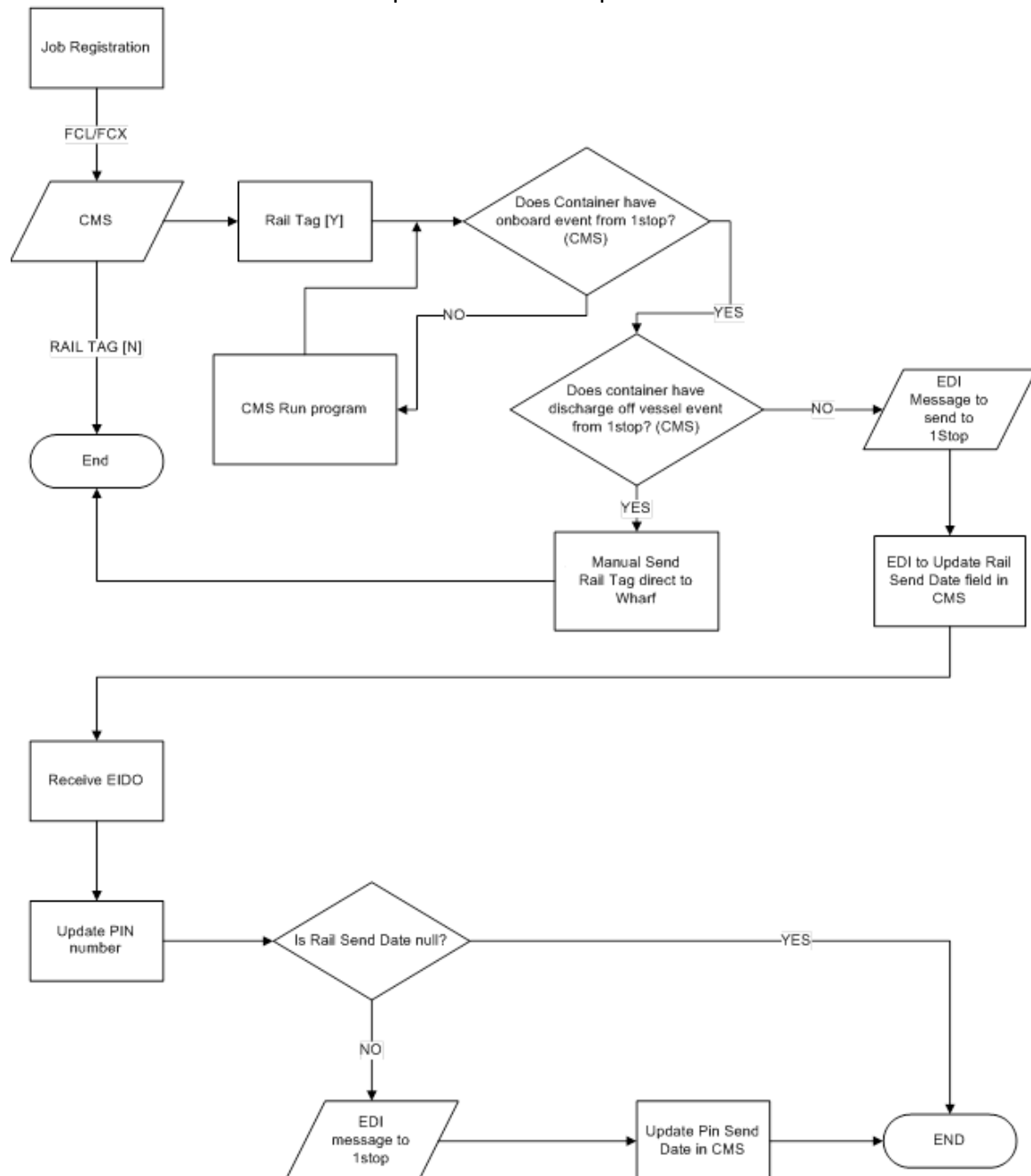
## Rail Tagging Information Flow

The flow of messages between Expedient, 1-Stop and the Terminal is shown below

1. User sends the Rail Tag request to 1-Stop through Expedient

2. 1-Stop sends a response back to Expedient

3. 1-Stop sends the Rail Tag request to the Terminal

4. The Terminal sends a response to 1-Stop

5. 1-Stop sends the response to Expedient

6. User send the Release request to 1-Stop

7. 1-Stop sends the Release response back to Expedient

8. 1-Stop sends the Release request to the Terminal

9. The Terminal sends the Release response to 1-Stop

10. 1-Stop sends the Release response to Expedient

Accessing Rail Tagging
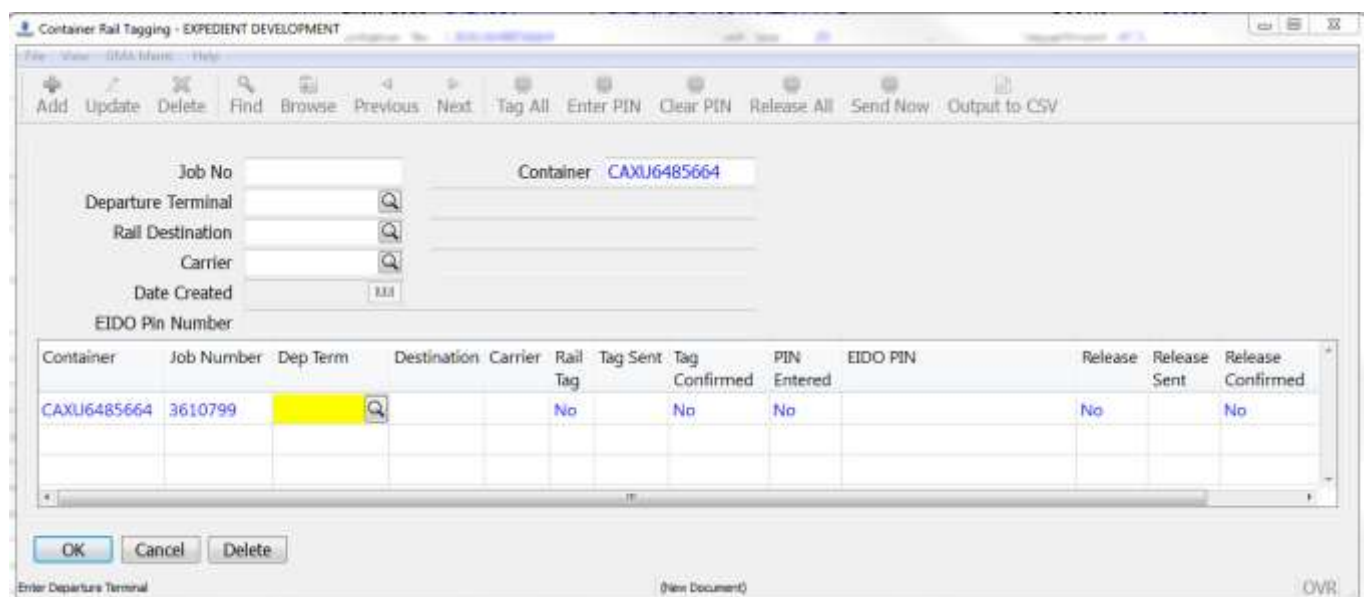
Rail Tagging can be accessed two ways

|	Screen	Access method	Level
1	Sea Import Job Registration	Options > More Options > Rail Tagging	Job
2	Container Management Input	Rail Tagging Toolbar Button	Container

Sending a Rail Tagging Request

To send Rail Tagging requests for **multiple** containers on a job access the Rail Tagging screen from the Sea Import Job Registration screen.

To send a Rail Tagging request for a **single** container access the Rail Tagging screen from the Container Management Input screen.

Click **Add** to set up a new Rail Tagging request

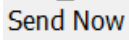| Field Name	Description	Validation	Default
Job Number	This is the job number that the Rail Tagging screen was accessed from.	Optional	From Job Registration. Blank from CMS
Container	This is the container number to be tagged. This field is hidden on Add if Rail Tagging is accessed from the Job Registration screen This field is activated in Find Mode.	Optional	From CMS

Field Name	Description	Validation	Default
Departure Terminal	This is the 1-Stop code for the Departure Terminal. Use 🔍 to search the available terminals. Enter a Departure Terminal here to apply to all the containers listed in the table below	Optional	Blank
Rail Destination	This is the 1-Stop code for the Rail Head Destination. Use 🔍 to search the available destinations. Enter a destination here to apply to all the containers listed in the table below	Optional	Blank
Carrier	This is the 1-Stop code for the Rail Carrier. Use 🔍 to search the available carriers. Enter a carrier here to apply to all the containers listed in the table below	Optional	Blank
Date Created	This is the date the Rail Tagging request was created	System Generated	Blank
EIDO Pin Number	This is the EDIO Pin Number which applies to all the containers listed in the table below	System Generated	Blank
Container Number	This is the container number recorded for the job	System Generated	From Job Registration
Job Number	This is the job number	System Generated	From Job Registration
Dep Term	This is the 1-Stop code for the Departure Terminal. Use 🔍 to search the available terminals. Enter a Departure Terminal here to apply to this container only	Optional	Blank
Destination	This is the 1-Stop code for the Rail Head Destination. Use 🔍 to search the available destinations. Enter a destination here to apply to this container only	Optional	Blank
Carrier	This is the 1-Stop code for the Rail Carrier. Use 🔍 to search the available carriers. Enter a carrier here to apply to this container only	Optional	Blank
Rail Tag	Select whether to tag the container	Optional	Yes if the container is on board, No if the container has been discharged or is not on the manifest
Tag Sent	This is the date the EDI Rail Tag request message was sent	System Generated	Blank

Field Name	Description	Validation	Default
Tag Confirmed	This indicates that the Terminal has accepted the Rail Tag request	System Generated	From 1-Stop
PIN Entered	This indicates that an EDIO PIN number has been logged against the container	System Generated	Blank
EIDO PIN	This is the PIN number for the container	Optional	Blank
Release	Select whether to release the container	Optional	Blank
Release Sent	This indicates when the Release instruction was sent	System Generated	Blank
Release Confirmed	This indicates if the terminal has confirmed the release of the container	System Generated	Blank

Assign a Departure Terminal, a Rail Destination and a Carrier to each container.

- To select **many** containers to request Rail Tags use the toolbar button Tag All . The Rail Tag column will automatically update to 'Yes' for each container.

- Select a **single** container for a Rail Tag request by selecting 'Yes' in the Rail Tag column.

Expedient will automatically send the all Rail Tag requests and Release requests at the specified time interval to 1-Stop. However, if a request is urgently needed use the toolbar button Send Now to immediately send the request message.

Colour Coding
Each container line is colour coded to indicate the status of the progress with the rail tagging and release.

Green = Clear
This colour indicates there are no outstanding actions to be taken with this container

- Tagged, sent and confirmed.
- Released, sent and confirmed

Amber = Warning
This colour indicates that some action is required by the user or the terminal but it may not be time critical

- Not tagged
- Tagged and confirmed but not released

Red = Issue
This colour indicates urgent action is required by the user or the terminal

- Tagged but not sent
- Tagged and sent but not confirmed
- Released but not sent
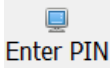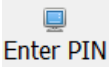- Released and sent but not confirmed

Withdrawing a Rail Tag

Where rail tags have been incorrectly requested for a container the container can be deleted from this screen **unless** an "ACCEPTED BY TERMINAL" response from 1-Stop has been received **or** the tag request is still awaiting a response.

This restriction is so that if a container that has been tagged and accepted by 1-Stop the container cannot be deleted before the rail tagging process is completed. If the container has been accepted and the request is required to be cancelled please action the cancellation through the 1-Stop web site.

EIDO Pin Number
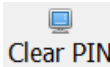
Entering PIN Numbers
When 1-Stop have confirmed the Terminal acceptance of the Rail Tag the EIDO Pin Number can be added to the Rail Tagging screen.

- To apply one EIDO Pin number to **many** containers use the toolbar button Enter PIN to open the EIDO Pin Number field. On OK the PIN Entered column in the table will automatically update to 'Yes' for all the containers listed.

- To apply an EIDO to a **single** container highlight the container line in the list and use the toolbar button Enter PIN to open the EIDO Pin Number field. The EIDO Pin will be applied to the selected container only.
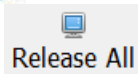
If the terminal has responded with an error to the Release instruction the PIN number can be edited and the release instruction resent.
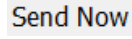
Clearing PIN Numbers

Use the toolbar button Clear PIN to clear an unwanted EIDO PIN number. PIN numbers cannot be cleared within Expedient if the Release has already been sent for the container.

Releasing Containers

When a Rail Tag request has been sent and accepted by the Terminal and an EIDO PIN Number has been entered for the container a Release request can be sent.

- To select **many** containers to Release use the toolbar button ![Release All] . The Release column will automatically update to 'Yes' for each container.

- To select a **single** container for Release select 'Yes' in the Release column for the selected container.

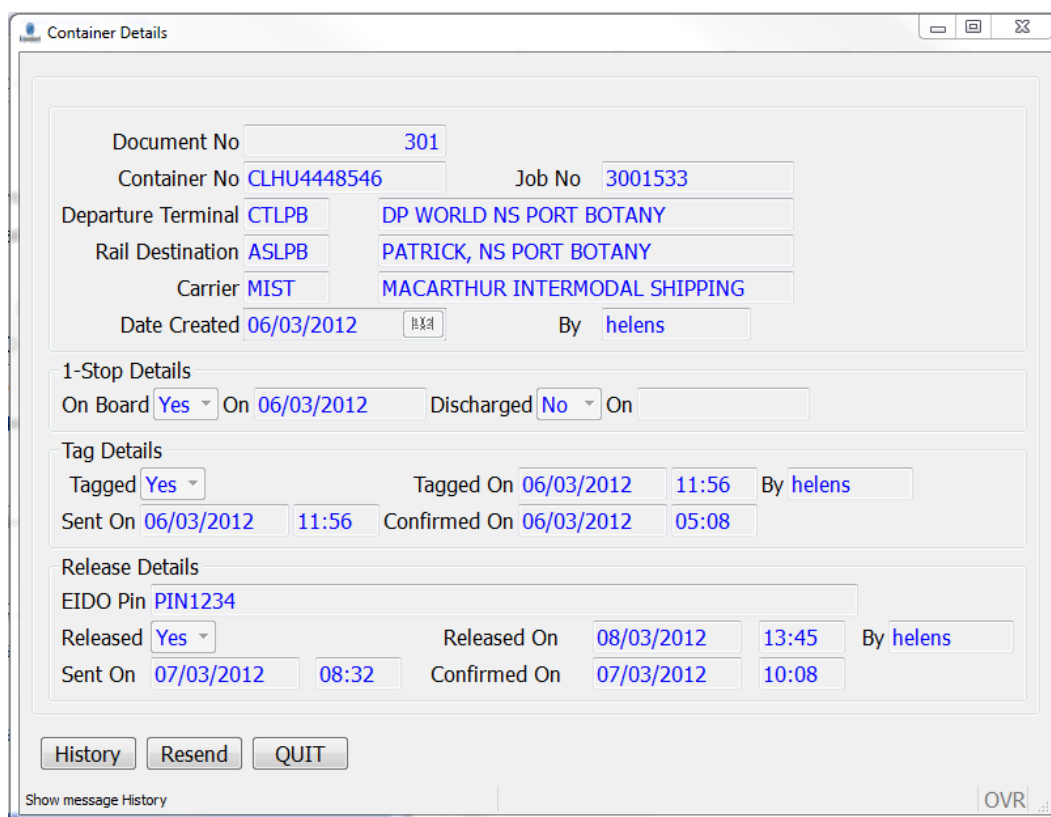Expedient will automatically send the Release requests at the specified time interval to 1-Stop.

However, if a Release is urgently needed use the toolbar button ![Send Now] to immediately send the Release message.

Output to CSV

Use the toolbar button ![Output to CSV] to list in a spreadsheet all the container in the table on screen.

Rail Tagging Status

View the progress of the Rail Tagging requests by double clicking on the container line in the Rail Tagging Screen. This opens the Container Details screen which shows the most recent activity between Expedient and 1-Stop.
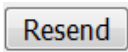
Requests can be re-sent until the request has been acknowledged by the terminal. Use the ![Resend] button in the Container Details screen.

Rail Tagging Rejection

Use the History button in the Container Details screen to view more details of the messages from 1-Stop including any Response Descriptions which indicate why a Rail Tagging request or Release request has been rejected.

If a response to a request has not been received check the History in the Container Details so see if the delay has been caused by missing information in the original request.

The error text received from the terminal will be displayed in the Response Desc column. Clear the error advised by the terminal and resend the release instruction.

Complete Release

If the terminal has released the container but the release does not appear in Expedient the container can be manually released in the Rail Tag History screen using the Complete Release button, Complete Release .

The manual release will be recorded in the Container details screen as shown below:

Add new Terminals

To update and add new Terminals access the current list of Terminals from the Rail Tagging screen by opening the Terminal zoom.

The zoom opens the list of Terminals in the Departure Terminals screen.
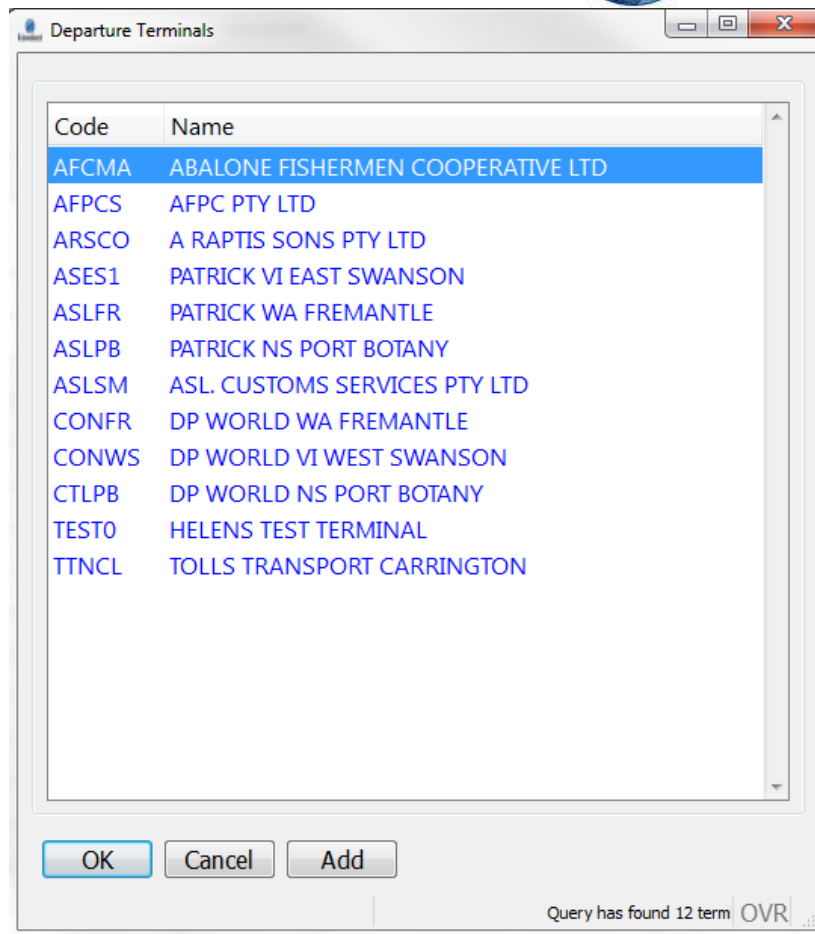
Click on the [Add] button to open the Terminal Code Maintenance screen. Use the Add and Update toolbar buttons to maintain the Terminal information.
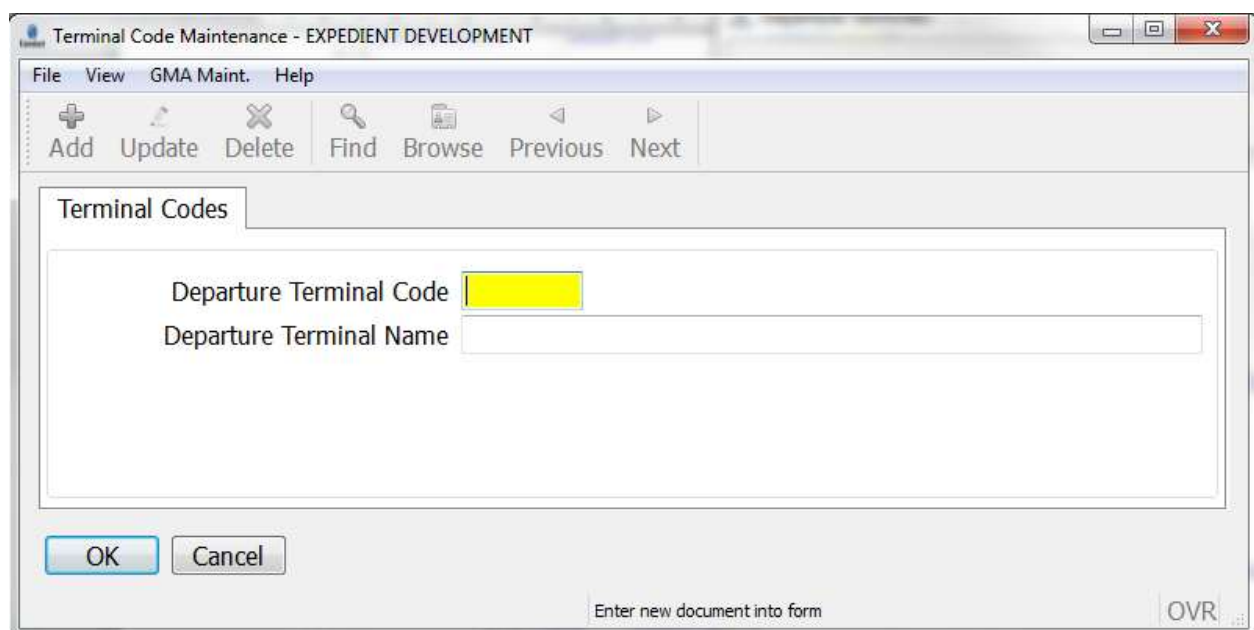
On OK any changes to the Terminals list can be seen in the Terminals zoom from the Rail Tagging Screen.

Rail Tag Exception Report

This report is available from the Container Management System folder
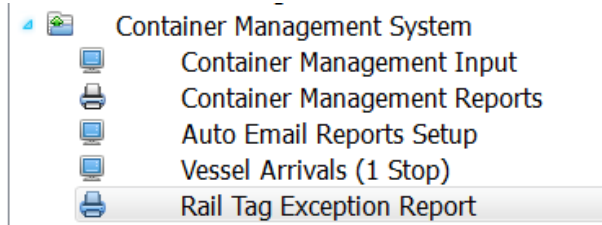
This report lists all active containers where a Rail Tag has been sent and shows the latest status of the Rail Tagging process